
HOIKE COMMUNITY TELEVISION, INC.

MANAGING DIRECTOR

POSITION DESCRIPTION

Introduction

Hoike Community Television, Inc. is the nonprofit designated and licensed by the Hawai'i Department of Commerce and Consumer Affairs to create and broadcast Public, Educational, and Governmental access television programming in the County of Kaua'i, as authorized by the Cable Communications Act of 1984. We currently serve Kaua'i with four cable channels. Public Access programming is on Channel 54, Educational Programming on Channels 355 and 356, and Government programming in on Channel 53. Hoike's Offices and production facilities, housing a current staff of three in addition to the Managing Director, are located at 4318 Rice Street, Līhu'e HI 96766

Primary Role/Function

The Managing Director ("Director") serves as the Chief Operating Officer of the Corporation. The Director reports to the Board of Directors and shall be responsible for managing and operating the corporation in accordance with the general policies and directions specified by the Board. The Director analyzes and evaluates the effectiveness of all operations and programs. The Director develops and maintains Hoike organizational structure and personnel. The Director coordinates all Hoike's major activities, and represents Hoike to regulatory agencies, trade associations, community and civic organizations, producers, and other public access organizations. The Director shall have the responsibility of selecting and hiring staff members, subject to the Board's right to review the number of employees and their duties.

Job Responsibilities

- The development and implementation of effective strategic plans. Executes all Board approved policies. Directs and oversees short-term and long-term strategic planning. Develops and implements operational plans, policies, and goals that further strategic objectives. Oversees the development of appropriate marketing strategies for Hoike.

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- Assumes responsibility for the effective administration of Hoike functions and support activities. Evaluates corporate-wide operations and ensures their effectiveness. Oversees all daily operations, facilities, programming, grants, and marketing programs. Evaluates specific results of programs and grants. Takes necessary corrective actions and reports findings to the Board of Directors. Ensures that the structure of Hoike is organizationally sound. Prepares annual budget for Board approval. Ensures compliance with all laws and regulations. Ensures that all legal obligations are completed including payment of taxes, maintenance of appropriate insurance, and filing of required governmental reports.
- Assumes responsibility for maintaining effective communication and coordination with personnel, the Board of Directors, and outside organizations. Informs the Board of Directors on all pertinent matters. Supplies necessary guidance to assist the Board in recommending long and short-term objectives and provides recommendations regarding Hoike's rules, policies, and procedures. Attends Board meetings as a non-voting, ex-officio member, and reports on pertinent matters of the organization. Submits all information, reports and records as requested or required by law to appropriate government officials or the Board of Directors. Establishes effective reporting and communications devices to ensure that personnel are appropriately informed. Conducts regular staff meetings to disseminate pertinent information and to discuss operational methods, problems, and solutions. Maintains effective relationship with the public, government officials, trade organizations, and the presidents of other public access televisions. Acts as the principal representative of Hoike.
- Assumes the responsibility for establishing and maintaining effective financial policies. Maintains full awareness of the complete financial, statistical, and accounting records of Hoike. Ensures that all assets of Hoike are adequately protected. Ensures that operating results are established in the annual budget are achieved. Ensures the accuracy, integrity, and timeliness of all financial accounting and reporting. Ensures that financial records are maintained in accordance with established policies.
- Assumes responsibility for effective human resource management throughout Hoike. Provides leadership to Hoike personnel through effective objective setting, delegation, and communications. Ensures that appropriate salary and wage structures are maintained and controlled. Ensures that staff are continually trained and developed. Ensures that personnel are properly cross-trained. Coordinates and directs employees.

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Conducts performance appraisals at least annually. Formulates and implements corrective actions as needed.

- Assumes responsibility for ensuring that professional business relations are established and maintained. Ensures that the public and community are appropriately informed regarding Hoike's policies and programs. Ensures that producers and other users of Hoike's facilities get their relevant questions and issues promptly and courteously resolved. Ensures that Hoike's professional reputation is maintained. Participates in community affairs as necessary to enhance Hoike's professional image.
- Assumes responsibility for related duties as required or assigned.

Minimum Qualifications

Knowledge Requirements:

- Minimum three years administration experience or demonstrated ability to administer a non-profit organization and work with Boards of Directors.
- Bachelor's degree from an accredited institution.
- Understanding of financial and accounting policies and practices.
- Understanding of governmental regulations and reporting
- Demonstrated success in developing and implementing effective programs.
- Working knowledge of personal computers and/or mainframe systems and related software applications such as: spreadsheets, word processing, QuickBooks, etc.
- Technological proficiency in both new and social media, familiarity with video production and digital editing equipment,
- Knowledge of Kaua'i.

Skills Requirements :

- Must have or be able to qualify for State of Hawaii's driver's license.
- Excellent written, oral, and presentation skills.
- Strong interpersonal and leadership skills.
- Ability to work with a variety of individuals occasionally dealing with sensitive, difficult, or confrontational issues.
- Ability to remain flexible in a demanding work environment and adapt to rapidly changing priorities.

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- In depth analytical, computational, organizational, and conceptual skills to handle various projects and programs.
- Ability to coordinate, manage and direct others.
- Ability to display the highest degree of professionalism and courtesy at all times.

Experience Requirements:

- Extensive (at least 3-5 years of progressive management experience), the last three of which have been in a position of senior or executive management of an organization.

Physical Requirements:

- Frequent walking and sitting.
- Occasional climbing, ascending or descending ladders, stairs, or other objects.
- Frequent work with the hands, arms, or fingers including the ability to perceive attributes such as size, shape, temperature, or texture.
- Ability to follow written/oral instructions.
- Vision acuity including the ability to see clearly for 20 feet or more, identify and distinguish different colors, and the ability to perform work at night with use of portable lighting.
- Frequent talking and hearing.
- Occasional ability to perform repetitive tasks, as well as complex and varied tasks for an extended period of time.

Benefits

- Salary commensurate with experience.
- Health & dental insurance
- Paid vacation based on years of service
- 12 days per year paid sick leave,
- 13 paid holidays
- Long & short-term disability insurance
- Tax sheltered Simplified Employee Pension (SEP) Plan

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Application Process

Interested applicants may submit a cover letter and resume to managingdirector@hoike.org by February 15, 2023 . Submissions should be in PDF format with the email subject heading “MD Application, (Your Full Name).” Applicants selected for interviews will be required to submit at least three professional references. Employment will be contingent on consenting to and passing a criminal background check.

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